

24.101.413 RENEWAL DATES AND REQUIREMENTS (1) Specific procedures and grace periods for renewal are set by department or board rule, or statute applicable to a particular profession, or 37-1-141, MCA. Such procedures shall take account of, and be based upon, the renewal dates in this rule. An existing license ends on the renewal date specified for each profession and occupation listed and must be renewed on or before this date.

(2) If a timely and sufficient application is submitted on or prior to such date, the applicant's continued practice is governed under 2-4-631, MCA. In order for an application to be timely and sufficient it must be:

- (a) completed with truthful information;
- (b) accompanied by other required information or documentation as applicable;
- (c) accompanied by the appropriate fee; and
- (d) submitted so that it bears a U.S. Postal Service post mark prior to or on the renewal date for the applicable profession; or
- (e) submitted by using the online renewal service available on the department's website. Although the department strives to keep its website accessible at all times, licensees should be aware that the website may be unavailable during some periods, due to system maintenance or technical problems, and that a person's technical difficulties in accessing the online renewal service do not excuse late renewals;

(i) online renewal transactions must be fully completed prior to midnight Mountain time on the renewal date.

(3) If the requirements of this rule are not met, a late penalty fee as specified in ARM 24.101.413 will be required in order to renew.

(4) The provisions of ARM 24.101.408 and 24.101.414 are applicable to all license renewals.

(5) The following are renewal dates for the professions and occupations listed:

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(a)	Alternative Health Care	Naturopathic Physician	Annually	April 30
		Naturopathic Physician - Childbirth	Annually	April 30
		Direct-entry Midwife	Annually	April 30
		Direct-entry Midwife Apprentice	Annually	April 30
(b)	Architects	Architects	Biennially, Even Numbered Years	June 30

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(c)	Athletics	Boxer, Club	Nonrenewable, must reapply. License expires June 30.	
		Boxer, Professional	Nonrenewable, must reapply. License expires June 30.	
		Boxer, Semi-Professional	Nonrenewable, must reapply. License expires June 30.	
		Cornerperson/Second	Nonrenewable, must reapply. License expires June 30.	
		Judge	Nonrenewable, must reapply. License expires June 30.	
		Kickboxer	Nonrenewable, must reapply. License expires June 30.	
		Knockdown Judge	Nonrenewable, must reapply. License expires June 30.	
		Manager/Trainer	Nonrenewable, must reapply. License expires June 30.	
		Minimum Kicking Requirements Official	Nonrenewable, must reapply. License expires June 30.	
		Promoter/Matchmaker	Nonrenewable, must reapply. License expires June 30.	
		Referee	Nonrenewable, must reapply. License expires June 30.	
		Wrestler, Professional	Nonrenewable, must reapply. License expires June 30.	
		Wrestler, Semi-Professional	Nonrenewable, must reapply. License expires June 30.	
(d)	Athlete Agents	Athlete Agents	Biennially	Anniversary Date of Certificate

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(e)	Barbers and Cosmetologists	Barber	Biennially	December 31
		Barber Shop	Annually	July 1
		Barber School or College	Annually	December 31
		Barbering Instructor	Biennially	December 31
		Booth Rental	Annually	July 1
		Cosmetologist	Biennially	December 31
		Electrologist	Biennially	December 31
		Esthetician	Biennially	December 31
		Instructor	Biennially	December 31
		Manicurist	Biennially	December 31
		Salon	Annually	July 1
		School or Course	Annually	December 31
(f)	Boiler Operating Engineers	Agriculture Class Boiler Engineer	Annually	April 1
		First Class Boiler Engineer	Annually	April 1
		Low Pressure Boiler Engineer	Annually	April 1
		Second Class Boiler Engineer	Annually	April 1
		Third Class Boiler Engineer	Annually	April 1
		Traction Boiler Engineer	Annually	April 1
(g)	Chiropractors	Chiropractors	Annually	September 1

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(h)	Clinical Laboratory Science Practitioners	Clinical Laboratory Scientist	Annually	May 1
		Clinical Laboratory Specialist	Annually	May 1
		Clinical Laboratory Technician	Annually	May 1
(i)	Construction Blasters	Construction Blasters	Annually	January 1
(j)	Crane and Hoisting Operating Engineers	First Class Crane Operators	Annually	Anniversary Date of License
		Second Class Crane Operators	Annually	Anniversary Date of License
		Third Class Crane Oiler	Annually	Anniversary Date of License
(k)	Dentistry	Dental Hygienist	Annually	March 1
		Dentist	Annually	March 1
		Denturist	Annually	March 1
		General Anesthesia Administration Permit	Annually	March 1
		Volunteer Licensees	Annually	March 1
(l)	Elevator Program	Contractor	Biennially	April 1
		Inspector	Biennially	April 1
		Mechanic	Biennially	April 1
(m)	Fire Prevention and Investigation and Fireworks Wholesalers Program	Company Hiring Entity (Sell, Install and Service)	Annually	May 31
		Individual Endorsement (Sell, Install and Service)	Annually	May 31
		Fireworks Wholesaler	Nonrenewable	

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(n)	Funeral Service	Crematory	Annually	July 1
		Crematory Operator	Annually	July 1
		Crematory Technician	Annually	July 1
		Mortician	Annually	July 1
		Mortuary	Annually	July 1
		Mortuary Branch Facility	Annually	July 1
(o)	Hearing Aid Dispenser	Hearing Aid Dispenser	Annually	June 30
(p)	Landscape Architects	Landscape Architects	Annually	June 30
(q)	Licensed Addiction Counselors	Licensed Addiction Counselor	Biennially	June 30
(r)	Medical Examiners	Acupuncturist	Biennially	October 31
		Emergency Medical Technician	Biennially	March 31
		Nutritionist	Biennially	October 31
		Physician	Biennially	March 31
		Physician Assistant	Biennially	October 31
		Podiatrist	Biennially	October 31
		Telemedicine Practitioners	Biennially	March 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(s)	Nursing	Clinical Nurse Specialist	Biennially, Even Numbered Years	December 31
		Nurse Anesthetist	Biennially, Even Numbered Years	December 31
		Nurse Midwife	Biennially, Even Numbered Years	December 31
		Nurse Practitioner	Biennially, Even Numbered Years	December 31
		APRN Prescriptive Authority	Biennially, Even Numbered Years	December 31
		Practical Nurse - Licensed	Biennially, Even Numbered Years	December 31
		Professional Nurse - Registered	Biennially, Even Numbered Years	December 31
		Medication Aide	Annually	March 31
(t)	Nursing Home Administrators	Nursing Home Administrator	Annually	December 31
(u)	Occupational Therapy Practice	Occupational Therapist	Annually	June 15
		Occupational Therapist Assistant	Annually	June 15
(v)	Optometry	Optometrist	Annually	July 2
(w)	Outfitters	Outfitter	Annually	December 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(x)	Pharmacy	Dangerous Drug License	Annually	November 30
		Mail Order Pharmacy	Annually	November 30
		Pharmacist	Annually	June 30
		Pharmacy	Annually	November 30
		Pharmacy Technician	Annually	June 30
		Pharmacy Technician in Training	Nonrenewable	
		Pharmacy Technician Utilization Plan	Annually	November 30
		Telepharmacies	Annually	November 30
		Wholesale Drug Distributor	Annually	November 30
(y)	Physical Therapy Examiners	Physical Therapist	Annually	April 1
		Physical Therapist Assistant	Annually	April 1
(z)	Plumbers	Journeyman Plumber	Annually	September 1
		Master Plumber	Annually	September 1
		Medical Gas Endorsement	Annually	September 1

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(aa)	Private Security Patrol Officers and Investigators	Contract Security Company	Annually	March 1
		Electronic Security Company	Annually	March 1
		Proprietary Security Organization	Annually	March 1
		Branch Office	Annually	March 1
		Private Investigator	Annually	March 1
		Private Investigator Trainee	Annually	March 1
		Resident Manager	Annually	March 1
		Qualifying Agent	Annually	March 1
		Security Guard	Annually	March 1
		Alarm Installer	Annually	March 1
		Alarm Response Runner	Annually	March 1
		Firearms Instructor	Annually	March 1
		Armed Status	Annually	

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(ab)	Professional Engineers and Professional Land Surveyors	Certificate of Authority	Biennially, Even Numbered Years	June 30
		Emeritus Status		
		Engineer Intern	Indefinite	
		Land Surveyor Intern	None, Indefinite	
		Professional Engineer	Biennially, Even Numbered Years	June 30
		Professional Engineer by Comity	Biennially, Even Numbered Years	June 30
		Professional Land Surveyor	Biennially, Even Numbered Years	June 30
		Professional Land Surveyor by Comity	Biennially, Even Numbered Years	June 30
(ac)	Psychologists	Psychologist	Annually	December 31
(ad)	Public Accountants	Certified Public Accountant	Annually	December 31
		Licensed Public Accountant	Annually	December 31
(ae)	Radiologic Technologists	Limited Permit X-Ray Procedures	Annually	February 1
		Radiologic Technologists	Annually	February 1

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(af)	Real Estate Appraisers	General Appraiser, Certified	Annually	March 31
		General Appraiser, Certified (Out-of-State)	Annually	March 31
		Licensed Appraiser	Annually	March 31
		Mentor		
		Residential Appraiser, Certified	Annually	March 31
		Residential Appraiser, Certified (Out-of-State)	Annually	March 31
		Trainee	Annually	March 31
(ag)	Realty Regulation	Property Manager	Annually	October 31
		Real Estate Broker	Biennially, Odd Numbered Years	October 31
		Real Estate Salesperson	Biennially, Odd Numbered Years	October 31
		Timeshare Broker	Annually	October 31
		Timeshare Salesperson	Annually	October 31
		Timeshare Offering	Annually	Anniversary Date of License
(ah)	Respiratory Care Practitioners	Respiratory Care Practitioners	Biennially, Even Numbered Years	May 1
(ai)	Sanitarians	Sanitarians	Annually	June 30
(aj)	Social Workers and Professional Counselors	Professional Counselor - Clinical	Annually	December 31
		Social Worker - Clinical	Annually	December 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(ak)	Speech-Language Pathologists and Audiologists	Audiologist	Annually	February 1
		Audiologist Aide*	Annually* Aides are not license type and do not renew, but must be registered by supervising licensee.	October 31
		Speech-Language Pathologist	Annually	February 1
		Speech-Language Pathologist Aide*	Annually* Aides are not license type and do not renew, but must be registered by supervising licensee.	October 31
		Active Temporary Speech Pathologist or Audiologist	Nonrenewable Two-year license	
(al)	State Electrical Board	Electrical Contractor	Nonrenewable, must reapply. License expires July 15.	
		Journeyman Electrician	Biennially, Even Numbered Years	July 15
		Master Electrician	Biennially, Even Numbered Years	July 15
		Residential Electrician	Biennially, Even Numbered Years	July 15

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(am)	Veterinary Medicine	Euthanasia Agency	Annually	May 30
		Embryo Transfer Technician	Annually	November 1
		Euthanasia Technician	Annually	May 30
		Veterinarian	Annually	November 1

- (6) The following are nonrenewable licenses:
- (a) temporary licenses issued by a licensing entity unless that licensing entity's rules provide otherwise;
 - (b) fireworks wholesalers;
 - (c) real estate appraiser mentors;
 - (d) pharmacy technicians in training;
 - (e) active temporary speech pathologists and audiologists;
 - (f) land surveyor intern, engineer intern, emeritus status license issued by the Board of Professional Engineers and Professional Land Surveyors;
 - (g) all licenses issued by the Board of Athletics end on June 30 of each year and the licensee must reapply;
 - (h) guide and professional guide licenses issued by the Board of Outfitters end on December 31 of each year and the licensee must reapply; and
 - (i) electrical contractor licenses issued by the State Electrical Board end on July 15 biennially and the licensee must reapply.
- (7) The specific date by which each individual licensee is required to renew by can be obtained by contacting the licensing entity's office or by using the licensee lookup system available on the department's website. (History: 37-1-101, 37-1-141, MCA; IMP, 37-1-101, 37-1-141, MCA; NEW, 1995 MAR p. 2140, Eff. 10/13/95; AMD, 1996 MAR p. 1373, Eff. 5/24/96; AMD, 1999 MAR p. 274, Eff. 2/12/99; AMD, 1999 MAR p. 2435, Eff. 10/22/99; TRANS, from Commerce & AMD, 2006 MAR p. 1583, Eff. 7/1/06.)

24.101.414 RENEWAL NOTIFICATION (1) The department shall send renewal notices to all licensees. Renewal notices shall be sent to the last known address in the division's records. It is the responsibility of the licensee to keep the division timely informed of the licensee's current mailing address. Failure to receive notice for renewal in no way releases the licensee from the obligation to renew in a timely manner, and shall not constitute a defense to practicing without a license. (History: 37-1-101, 37-1-141, MCA; IMP, 37-1-101, 37-1-130, 37-1-141, MCA; NEW, 2006 MAR p. 1583, Eff. 7/1/06.)